

# EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

## SPECIAL ACHIEVEMENT AWARD FOR SUSTAINED SUPERIOR PERFORMANCE

### Recommendation Sheet

Date: \_\_\_\_\_

I herein recommend that \_\_\_\_\_, an employee of the  
\_\_\_\_\_(unit/component), receive a performance award as  
indicated below. A copy of the performance appraisal is attached.

Social Security Number: \_\_\_\_\_

- ☐ Sustained Superior Performance Award with cash in the amount of  
\$\_\_\_\_\_ for sustained superior performance of one or more important  
job elements over a period of at least six months in a manner clearly  
exceeding normal job requirements.
- ☐ QSI for overall outstanding performance in the majority of the critical  
elements of the position over a sustained period. Continued superior  
performance in the position is anticipated.

Recommended by: \_\_\_\_\_  
Rating Official

I attest that, to the best of my knowledge, the employee named above: (1) is not currently under investigation (internal or external) for sexual harassment; (2) has not been found to have committed a substantiated act of sexual harassment or misconduct within this performance year; and (3) has not been disciplined for misconduct of any type within this performance year.

Approved: \_\_\_\_\_  
Component Head (or as delegated)

Date: \_\_\_\_\_

Attachment: Performance Appraisal